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|  |  |  |  |
| --- | --- | --- | --- |
| EXEMPT | Annual | **EVALUATION PERIOD**  **Change values as needed**  **7/1/2021 -to 6/30/2022** |  |
|  | | **PERFORMANCE AND DEVELOPMENT ASSESSMENT FORM** |  |

|  |  |
| --- | --- |
| **Employee Name:** Click or tap here to enter text. | **Department:** Click or tap here to enter text. |
| **Job Title:** Click or tap here to enter text. | **Position Start Date:** Click or tap here to enter text. |
| **Supervisor:** Click or tap here to enter text. |  |

**COMPETENCY ASSESSMENT**

|  |  |  |
| --- | --- | --- |
| \* | Exceeds Standards | A level of performance that often surpasses job requirements. Results are above expected level. |
|  | Meets Standards | A level of performance that consistently meets all normal requirements of the position. Progress is fully satisfactory. |
| \* | Needs Improvement | A level of performance that does not meet all of the job requirements. Substantial improvements needed. |
|  | Not Applicable | Not relevant to current position. |
| **\* Written comments required** | | |

**Knowledge of Job Function**

* Comprehension of pertinent facts, policies, procedures and goals of department
* Ability to assess accurately a situation, gather and evaluate appropriate data
* Ability to manage change, adjust to new requirements, procedures, and systems
* Compliance with Wenatchee Valley College and departmental standards

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| **Exceeds Standards  Meets Standards  Needs Improvement  Not Applicable** |
| Click here to enter text. |

**Dependability and Punctuality**

* Attendance, dependability, and consistency with schedule and responsibilities

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| **Exceeds Standards  Meets Standards  Needs Improvement  Not Applicable** |
| Click here to enter text. |

**Initiative and Resourcefulness**

* Resourcefulness in utilizing facts, intuition and past experience
* Ability to develop/carry out new ideas and methods
* Effort to seek new responsibilities and acquire needed skills

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| **Exceeds Standards  Meets Standards  Needs Improvement  Not Applicable** |
| Click here to enter text. |

**Communication Skills**

* Ability to communicate effectively with staff, students, and faculty
* Ability to listen attentively and share information with department and team

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| --- |
| **Exceeds Standards  Meets Standards  Needs Improvement  Not Applicable** |
| Click here to enter text. |

**Inclusive Practices/Cultural Competency Skills**

* Comprehension of inclusive language. Uses equity practices and principles effectively with staff, students, and faculty. Uses language free from microaggressions and bias.
* Ability to critically self-reflect on racism and implicit bias in approach to practices and work product.
* Understanding of diverse cultures, languages and identities on Campus and includes those perspectives into decision making

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| **Exceeds Standards  Meets Standards  Needs Improvement  Not Applicable** |
| Click here to enter text. |

**Interpersonal Relations**

* Ability to maintain positive working relationships
* Ability to provide honest feedback and accept constructive criticism

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| **Exceeds Standards  Meets Standards  Needs Improvement  Not Applicable** |
| Click here to enter text. |

**Management Skills (If Applicable)**

* Ability to interview and hire, coach and mentor, and manage staff
* Ability to use organizational and political savvy to solve problems

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| **Exceeds Standards  Meets Standards  Needs Improvement  Not Applicable** |
| Click here to enter text. |

**TRAINING AND DEVELOPMENT PLAN**

Choose two components of the position that could be improved upon, further developed, or require additional training. Set realistic goals that can be accomplished within a specific time frame. One component should specifically focus on areas or growth and learning related to equity and inclusion.

1. Click here to enter text.
2. Click here to enter text.

**EMPLOYEE COMMENTS**

Utilize this space to provide any comments regarding this assessment and/or the assessment process.

|  |
| --- |
| Click here to enter text. |

**CAREER OBJECTIVES / GOALS (OPTIONAL)**

Utilize this space to record any career objectives you wish to share. If additional training is required to accomplish these objectives, please provide details.

|  |
| --- |
| Click or tap here to enter text. |

**\*NOTE - OPERATIONAL NEEDS MAY ALTER A DEPARTMENT’S ABILITY TO SUPPORT ADDITIONAL TRAINING REQUESTS.**

**ACKNOWLEDGMENT**

I have read this appraisal, received a copy, and have discussed it with the evaluator.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee** |  | **Date** |  |
| **Supervisor** |  | **Date** |  |

Rev 11/29/21 tm